

GREETER/MATCHMAKER

Duties

- Greet customers and direct to appropriate kennel areas
- Answer telephone if scheduled to do so and provide accurate information to caller
- Assist with additional projects when necessary
- Help answer questions from potential adopters and assist them in selecting an appropriately matched animal by utilizing techniques you will learn from the ASPCA Meet Your Match program

Qualifications

- Positive and friendly attitude
- Good listening skills
- Skilled at questioning potential adopters in an appropriate manner
- Some knowledge of most or all adoptable animals

Training

- Attend orientation class(es) as specified by WCAC/AC
- Complete the ASPCA Meet Your Match program training
- On the job training from experienced volunteer or staff
- Read and understand WCAC policies on safety and animal handling

Time and Place

- Scheduled shifts at WCAC or at off site events

Commitment

- Minimum of four two hour shifts per month

Supervision

- WCAC/AC staff